

APR 12 1956

MEMORANDUM FOR: General Counsel
 Comptroller
 Director of Communications
 Director of Logistics
 Director of Personnel
 Director of Security
 Director of Training
 Chief, Audit Staff
 Chief, Commercial Staff
 Chief, Management Staff
 Chief, Medical Staff
 Chief, Project Administrative Planning Staff
 Special Support Assistant to DD/S

SUBJECT: Cable Communications Training

1. Cable facilities provided by the Office of Communications are a necessary and vital method for rapid, secure communication between headquarters and foreign field stations. These facilities must be utilized efficiently so that unnecessary and wasteful cables do not overtax the system and squander essential operational capabilities. A further objective is reduction of total expenditures for cable communication.

2. Careful analysis of cable traffic indicates that both volume and costs can be reduced significantly by increasing the cable communication efficiency of personnel using these facilities. Most of the inefficiency can be attributed to ignorance of the cable communication system itself or to failure to adhere to the fundamental practical rules for effective cable writing. I am certain that within the Support Services most of the problem can be overcome by proper indoctrination and training of personnel concerned.

3. Attached is a brief outline of a program of instruction which has been prepared for personnel of the Support Services. It is my desire that each person in your component responsible for releasing, authenticating or originating cables participate fully in the training program outlined. It is suggested that the study phase of the program begin as soon as possible.

~~SECRET~~

SECRET

25X1A9a

4. The first session will be 0900-1300 hours, Tuesday, 1 May. Additional sessions will be held during the same hours each Tuesday thereafter until the program is completed. I have designated [] of my staff to provide over-all coordination, direction and scheduling for this undertaking. He will contact you or your Training Officer regarding necessary details.

15/

L. K. WHITE
Deputy Director
(Support)

SA/DDS/JER:epr (10 Apr 56)

Distribution:

- 1 - Each addressee
- 1 - DD/S Chrono
- ✓ 1 - DD/S Subject
- 1 - JER

SECRET